

25 SEP 1968

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CLASSIFIED

DDP/RMO-68/93

24 September 1968

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Records Center Purge

1. The purge of inactive records held at the Agency Records Center is being conducted by the "owners", i.e., by designated officers belonging to the Clandestine Services area desk or basic staff unit who are, in our view, the only ones qualified to decide whether or not a specific record should be retained or destroyed. This approach will ultimately involve 200 or more officers. The program is being managed by the DDP, Records Management Officer through the Records Management Officers of the respective components. Results within this reporting period are noted on the attached chart and show that the CS started this purge with 21,190 feet of records at the Center and has thus far designated 364 feet for destruction. Additionally, it can be expected that 250 feet of CS records previously designated for destruction will now be destroyed by the Records Center under the policies implicit in the current purge.
2. We plan to review all CS holdings at the Center, with the exception of OSS materials, in order to remove all records which are not subject to specific retention schedules or otherwise valuable for their counterintelligence content. In brief, we plan to clear away all the "junk". We have no firm work schedule, not wishing to interfere with the daily routines of the large number of CS officers required to participate, but we plan to continue steadily until such time as the objective noted above has been achieved.
3. One of the major problems with which the CS must cope and the main reason that a component RMO cannot himself authorize destruction of records is the result of the CS regulatory procedures for the destruction of record material. A detailed destruction procedure is required to ensure that paper of counterintelligence or operational value is not destroyed. Destruction determination can only be made by those people most intimately involved with the paper in question, and files must be reviewed one document at a time to preserve the "nuggets" upon which counterintelligence action is frequently based. This type of paper, nevertheless, will be reviewed

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for destruction with the hope that a sizeable amount is no longer needed and may be approved for destruction.

4. There are no firm plans at this point to use any form of miniaturization. We think it would probably be more appropriate to determine our irreducible minimum before proceeding in that direction. We will, however, review and re-publish our retirement procedures, inserting more controls into the process to ensure that henceforth unscheduled and inappropriate materials are not retired. This, of course, will involve more careful screening of files but should result in a savings of time, effort and space in the long run.



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DDP, Records Management Officer

Attachment:

List of "CS Inactive  
Records Holding" dtd  
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Key Personnel in each Directorate  
responsible for purge activities.